

CHAPTER 7

7-1 AUSTRALIA(AS) - GENERAL INSTRUCTIONS

REVIEW DATE: 09 MAY 03

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS:**

(1) **FOR ALICE SPRINGS AND DET 9, LEARMONTH, WESTERN AUSTRALIA:**
Furnished Government housing is available, including washer, dryer, and refrigerator. Accompanied or unaccompanied members are authorized 25 percent of full JFTR weight allowance or 2,000 pounds, whichever is greater, plus baggage allowance for member and dependents when member is on accompanied tour. (CH)

(2) No weight restrictions identified to other locations.

b. **CONSIGNMENT INSTRUCTIONS:**

(1) Effective 01 April 2000, the 337th ASUF (refer to record 7-4) is responsible for all shipments to/from Australia except those destined for Alice Springs. DOD personnel are generally assigned to locations in states/territories listed below. Please review locations carefully and follow routing instructions in Paragraph c. Although Code 4 rates are available, the preferred method of shipment to the following state/territories is Code T: (CH)

(a) New South Wales (N.S.W.) which includes: Sydney, RAAF Richmond, Williamtown, Nowra, Singleton, and Moorbank.

(b) Australian Capital Territory (ACT), which includes: Canberra, US Embassy, and RAAF Fairburn.

(c) Victoria (VIC), which includes: Melbourne, Bandiana, Bendigo, Macleod, Queenscliff, and Puckapunyal.

The states/territories listed below are OTO areas. A cross-reference of OTO APOs/FPOs served is specifically identified in record 7-4, 337 ASUF Canberra. The preferred method of shipment is OTO Code 4 (household goods) and OTO Code 8 (unaccompanied baggage). (CH)

(d) Queensland (QLD), which includes: Brisbane, Toowoomba, RAAF Amberly, Canungra, and Townsville.

(e) South Australia (SA), which includes: Adelaide and RAAF Edinburgh. (CH)

(f) Western Australia (WA), which includes: Perth, DET 9 Learmonth Solar Observatory, and Geraldton.

(g) Northern Territory (NT), which includes: Darwin and RAAF Tindal. For personnel assigned to Alice Springs - refer to record 7-3.

(h) Tasmania - Entire state.

c. **ROUTING INSTRUCTIONS:**

(1) Code 4 and T rates are available to locations in New South Wales, Australian Capitol Territory, Victoria and southern Queensland. All other areas (except Alice Springs) fall into the One Time Only category. Codes 4, T and 8 rates are available for shipments to Alice Springs. Shipments may experience delays dependent upon availability of airlift into Australia. (CH)

(2) Personnel are normally assigned to fully furnished lodging facilities upon arrival. Recommend personnel assigned to areas in Australia that have a servicing APO, mail personal items in lieu of unaccompanied baggage and apply for reimbursement IAW JFTR U5320D. Provide receipts with weight of each box at time of in-processing. Members should check with sponsor for APO restrictions. (CH)

(3) **Shipments of HHG and UB for Retired/Separated/Early Return of Dependents:** Route HHG Code 4 only. Do not send these shipments Code T or by DPM surface. Route UB Code 8 only. Do not send shipments Code J. (CH)

(4) **ONE-TIME-ONLY RATE AREAS:** The following locations in Australia are designated one-time-only Code 4 and Code 8 rate areas: Tasmania, South Australia, Western Australia, Northern Territory (excluding Alice Springs), and Townsville, Queensland. Do not use Codes T, J, and DPM shipment to these areas. (CH)

(5) **FOR ALICE SPRINGS:** Recommend shipping baggage-type item via APO channels. Consign to unit of assignment and mark for the member. Do not consign to TMO. If a UB shipment is necessary, Code 8 is the preferred method. (CH)

d. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

2. **CUSTOMS CLEARANCE PROCEDURES, QUARANTINE REQUIREMENTS, AND RESTRICTIONS:**

a. To prevent any delay in customs/quarantine clearance, mandatory items requiring inspection should be placed in the number one container. Inventory should be attached to the number one container for both HHG and UB. A copy of the inventory should be mailed to the destination TMO and the member should hand carry a copy of the inventory to the TMO to ensure one is received. Without an inventory, shipment may be delayed pending customs and quarantine inspection.

b. No customs/quarantine clearance capabilities exist at Alice Springs. Code T shipments are cleared at RAAF Richmond (APOD); all other shipments clear at the WPOD or commercial APOD. RDD should take into consideration at least two weeks for clearance processing at all locations. (CH)

c. **PACKING CONTAINERS:** Outer wood containers for HHG and UB must be in good and sound condition. Wood crates, cases, pallets, or dunnage must be free of bark and treated by a method approved by the Australian Quarantine and Inspection Service (AQIS). Containers, including the underside of skids used for packing and shipping or mailing goods to Australia must be clean and free from soil, dirt, or plant/animal contaminants such as grain, flour, meat, bone, hide, and skins. Boxes used to pack fresh fruit, vegetables, meat, poultry, or poultry products are prohibited. Violations will result in refusal by AQIS to allow the containers into the country.

d. **PACKING MATERIALS:** Straw packing, rice hulls, cereal straw, and similar plant materials are prohibited and must not be used for packing. Shredded paper, wood-wool, or synthetic packing materials are acceptable as long as they are not contaminated with material that could be a quarantine risk. Also acceptable are sawdust, strawboard, granulated cork, peat, perlite, and vermiculite.

e. **QUARANTINE RESTRICTIONS:** To prevent the outbreak of diseases and infestation harmful to agriculture, Australia prohibits the importation of many items of plant or animal. Damage or loss resulting from quarantine treatment or seizure, may not be considered shipping damage or loss for claims purposes. Members may be liable for the cost of treatment, which is not reimbursable.

(1) Items subject to mandatory fumigation or heat treatment which may damage or destroy the item include: wood furniture containing "bore holes" or any other signs of pest infestations, goods made from bamboo or cane (in whole or part); dunnage (unless re-exported); and wooden ware from Asia and Southeast Asia. Antique furniture is subject to fumigation whether signs of infestation exist or not. Only wooden antiques known to be over 100 years old should be identified as "Antique" on the inventory.

(2) Items subject to mandatory heat treatment, which may damage or destroy them include: articles made from cereal straw; dried flower arrangements (including grass); pinecones; and sphagnum moss. This includes decorations made of plant material whether living or dead, or parts of plant material, such as Christmas wreathes and pinecone decorations.

(3) Any material of plant origin likely to carry plant disease or pest is subject to plant quarantine, whether listed or not. Prohibited food or plant origin and other plant material include: plants, vegetables, and fruits (including citrus peel and some dried matter); date, currants, grains, cereals, nuts, peas, and beans (including coffee beans; peanuts; and dried beans); seeds (including popcorn, and herbs or spices containing seeds); rice (unpolished), garlic, and yeast. Plant matter subject to quarantine includes: balsa wood, bamboo (including handles and fishing rods), bay leaves, bird seed, brooms, camel seats and saddles, cane, wooden clothes hangars, clothes pins from Asian sources, flour, jute, wooden mallets, mats (straw, grass, sea grass, coir, coconut, fiber), rattan furniture, wooden sports equipment from Asian sources (including India, Pakistan, and Sri Lanka); rifle and gun stocks from Asian sources, raw cotton rugs, raisins, and science sets containing insects or plants.

(4) Animal products parts of animals and related materials are subject to quarantine control. Some (such as birds nests and previously used egg crates) are prohibited. Others may require inspection or treatments. These include honey and other bee products, dog chews made from hides or skins, native artifacts, and enzymes. No poultry products or meat products (except some canned meats - check with your sponsor) will be allowed into Australia. No pig meat (even canned) or product which may contain pig meat, may be shipped into the country. If these items are found in a shipment, AQIS will confiscate and destroy them to prevent the spread of diseases such as rabies and Newcastle disease.

f. **CLEANING REQUIREMENTS:**

(1) Outside recreational equipment and gardening implements must be free of dirt, soil, and grass clippings. These items should be packed in the number one container for inspection. If the items are not clean, they will be removed for cleaning at the owner's expense. It is very important to clean weed eaters, lawn mowers, bicycles, tricycles, barbecues, and lawn equipment before shipping.

(2) Furniture, vacuum cleaners, etc., should be free of food particles, crumbs, and soil. Remove vacuum cleaner's bag prior to shipment. (CH)

g. Items associated with farming or farm animals are, for the most part, prohibited. Examples are saddles, bridles, reins, etc. If shipped into Australia, they will be subjected to quarantine treatment. Contact your nearest Australian Consulate for more information.

h. Because of the extensive restrictions, it is better not to ship food into the country. If permitted to be shipped, food, plant, or animal material should be placed in the number one container for inspection. This is the member's responsibility. If not done, it could cause a delay in the delivery of the shipment due to the delay in quarantine clearance.

3. CONSUMABLES:

a. **ALCOHOLIC BEVERAGES:** Alcoholic beverages cannot be imported in personal property shipments of HHG or UB. Duty free entry of alcohol is only allowed in the member's accompanied baggage and is limited to one liter.

b. **CIGARETTES/TOBACCO PRODUCTS:** Tobacco products cannot be imported in personal property shipments of HHG or UB. Duty free entry of tobacco products is only allowed in the member's accompanied baggage and is limited to 250 grams of tobacco.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFF AND MEATS:** Pay close attention to the customs restrictions in paragraph 2 above.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** For personal use.

4. ELECTRICAL EQUIPMENT:

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** Most American TVs broadcast in the format approved by the National Television Standards Committee (NTSC). Australian televisions operate on Phase Alternate Lines (PAL), which is the European standard for broadcasting. NTSC TVs will only operate in conjunction with NTSC VCRs and NTSC produced video cassettes. A NTSC TV cannot pick up the PAL signal without a converter box. It is available at considerable expense. Last priced at \$600.00 Australian Dollars. (CH)

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

5. **FURNITURE, OVERSIZED:** For Alice Springs and Det 9 Learmonth Western Australia: Houses are small and all rooms are furnished. Check with sponsor. No storage is available in Australia for items of furniture too large to fit in housing.

6. **PETS/QUARANTINE:** Extended period of quarantine (6-9 months) is required for pets shipped to Australia. Shorter periods of quarantine may occur if requirements for pet import is initiated earlier. Member should contact the nearest Australian Consulate for details.

7. **PRIVATELY OWNED FIREARMS (POF):**

a. Due to stringent Australian gun laws and costs involved, members are strongly advised not to import a firearm. Members will be responsible to meet all requirements for possessing guns, to include, being an active member of an Australian gun club and firing the weapon at least once a month. The Government of Australia has prohibited entry of the following firearms, self-loading (automatic or semi-automatic) rim fire rifles, self-loading center fire rifles, self-loading shotguns, and pump shotguns. Unapproved weapons shipped to Australia will be required to be exported at the member's expense. For all other firearms, (any weapon capable of firing a projectile), approval must be obtained by the member through the destination TMO, Chief of Mission, and Australian Government before shipping firearms in HHG or UB. All firearms will be put in the number one container to facilitate clearance.

b. Shipment of ammunition/explosives to all areas is prohibited.

8. **PRIVATELY OWNED VEHICLES (POVs):**

a. **POVs:** United States Forces members under the Status of Forces Agreement (SOFA) are entitled import one duty free vehicle/motorcycle. (CH)

(1) All vehicles imported under SOFA **MUST** be exported at the completion of member's tour of duty. The only exception is you may sell your vehicle to another SOFA member with the prior approval from the Australian Customs Service. (CH)

(2) A second vehicle such as a motorcycle or moped in your personal property shipment is **NOT** authorized. The Australian Customs Service will confiscate motorcycles or mopeds shipped illegally and either export at member's expense or have the motorcycle or moped destroyed. (CH)

(3) SOFA personnel entitled to ship a POV **MUST** obtain a Vehicle Import Approval prior to shipping their vehicle. An application can be obtained at the following website: <http://www.dotars.gov.au/transreg/vsb10.pdf>. Download the application and print pages 20-23. This document must be 100% accurate and completely legible. If the application is not legible, the Australian government will not process the application. Type-written is preferred. Once the application is completed, a legible original application, a legible copy of the vehicle registration and/or title with the Vehicle Identification Number (VIN), and a statement indicating the month/year member purchased the POV must be mailed to the destination transportation office. **Fax copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the approval to import. The destination transportation office will retain the original approval. The approval process will take approximately 30 days. If the POV arrives prior to acquiring the approval, the Australian government **WILL** refuse entry to the POV. POV will be re-exported to CONUS/Origin at member's expense. Members should contact their sponsor or destination transportation office for specific information concerning shipment of POVs. The following are instructions for completing the application for approval to import a vehicle: (CH)

DISREGARD PAYMENT REQUEST - LEAVE BLANK

Part 1. Is this your first application: Check "Yes"

A. SURNAME: Last Name, First Name, Middle Initial, Title (Mr. or Mrs.), Date of Birth with the birth month spelled out (March

NOT 03). Do not complete any other portion.

Part 2. Leave Blank

Part 3. Vehicle Details: (example in parenthesis)

Year of Manufacture: (2000), Make of Vehicle: (Chevrolet),
Model: (Suburban), Vehicle Identification Number (VIN): 17
Alphanumeric number on Vehicle Title or Registration. Must be
100% accurate.

Total number of vehicles: 1

Location of vehicle: USA

Country which vehicle was first offered for sale: USA

Parts 4 thru 11 - Do not apply as your POV is a SOFA vehicle.

Do

not complete.

Part 12. - Payroll Signature and date with month spelled out.

(4) SOFA vehicles should be owned six months prior to arrival into
Australia. The following applies: (CH)

(a) Owned 6 months or less - POV can remain in Australia for
only two years. No extensions are authorized. (CH)

(b) Owned more than 6 months - POV can remain in Australia over
two years. Extension can be authorized. (CH)

(5) Military members who are assigned to Australia are advised that
they could incur costs associated with modifications required prior to
registering the vehicle. These costs can run from \$5.00 - \$1000.00. Most
vehicles require a change/realignment of headlights and amber turn signals.
Members can choose to store their vehicle at government expense based on the
requirements set forth in the JFTR Para U5466 A.1.b. (CH)

(6) Right hand drive vehicles from countries other than Australia
are not recommended. These vehicles do not meet Australian Design
requirements, are not fitted with an Australian Compliance Plate and are not
authorized to convert to Australian specifications. It is not recommended to
import this type of vehicle into Australia as it must be exported, sold to a
SOFA member or destroyed at the completion of your tour. A right hand drive
cannot be imported to CONUS, unless it is converted to meet U.S. safety and
emission standards, which may cause major expenses to the owner. (CH)

(7) Due to lengthy transit times and registration requirements,
personnel attending the Australian Defense Force College in Weston Creek ACT
Australia for a one-year tour should contact their destination transportation
office for additional information. (CH)

(8) Members who enter Australia under diplomatic status are not
entitled to import a POV into Australia (unless the POV meets all Australian
standards to include right hand drive). Personnel in diplomatic status are
authorized to purchase a vehicle, sales tax and duty free. For DOD civilians
not under SOFA or diplomatic status, please contact the destination TMO for
additional information. An imported vehicle must comply with state and
territory registration and requirements. All imported vehicles will have a
security bond up to 95 percent of the purchased amount of the vehicle. a 3
percent Stamp Duty is payable in some states upon registration. (CH)

(9) Advanced notification is urgent and necessary to ensure proper
clearance and routing. The destination TMO requires the following vehicle

information: year, make, model, color, serial number (VIN), state/license number; purchase price, purchase date, name/location of dealership/seller. (CH)

(10) Inbound POV's destined to Northern Territory (including Alice Springs), South Australia and Western Australia must be routed to Port of Adelaide, South Australia (VB1). Personnel assigned to units in New South Wales and the Australian Capital Territory, route to Port of Sydney (VC1). Personnel assigned to units in Queensland, route to Port of Brisbane (VC3). Personnel assigned to units in Victoria, route to Port of Melbourne (VB2). Consign all vehicles to: International Cargo Services (ICS), P.O. Box 25 Findon, South Australia 5023. Phone (61)08-8355-3000. The 337th ASUF is the responsible destination transportation office for all POV's except for personnel assigned to Alice Springs. (CH)

(11) Trailers for jet skis, motorcycles, mopeds, etc. shipped in your personal property shipment require approval to import. The approval **MUST** be received prior to shipment. If approval is not received, shipment will be held in SIT at origin. Instructions for completing the application for approval to import vehicle are listed in para (3) above. The completed application **MUST** be mailed to the destination transportation office. **FAX copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days. (CH)

b. **MOTORCYCLES/MOPEDS:** See paragraph 8.a.(2). SOFA members are authorized one duty free vehicle. If your motorcycle or moped is your one duty free POV, it may be included in your personal property shipment. Ensure year, make, model and VIN is included on you inventory. An approval to import a vehicle **is** required prior to shipment. This applies to motorcycles or mopeds shipped as POV or as household goods. If approval is not received and motorcycle or moped is shipped as personal property, shipment will be held in SIT at origin pending receipt of approval to import. Instructions for completing the application for approval to import a vehicle are listed in para 8.a.(3) above. The completed application **MUST** be mailed to the destination transportation office. **FAX copy is not acceptable.** Member must provide a current e-mail address or fax number to receive the import approval. The destination transportation office will retain the original approval. The approval process will take approximately 30 days. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Vehicles being imported into Australia are exempt from the removal of catalytic converters.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) There are no restrictions on importing a left hand drive vehicle. Vehicles manufactured outside Australia and registered to a SOFA status member is not required to be converted to right hand drive. Sale of a SOFA vehicle that has been imported into Australia can be sold to another SOFA member only. Members must plan to export the vehicle they import. (CH)

(2) Vehicles must be in good condition prior to shipment.

(3) Alterations to the normal specifications of vehicle are not recommended and must be brought to the attention of the destination TMO prior

to shipment. Certain alterations (changes to the chassis, oversize tires, small steering wheels etc.) will prevent registration for normal road use.

e. **OTHER:** Left-hand drive vehicles brought into Australia will need to have the headlights adjusted to point to the left rather than to the right. This is to accommodate driving on the left side of the road rather than the right. (CH)

9. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** Prohibited.

10. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** Pay close attention to the customs restrictions in paragraph 2 above.

11. **TRANSMITTING EQUIPMENT:**

a. **CB AND HAM RADIO EQUIPMENT:** An individual importing CB or Ham radio equipment must obtain an operator's license from local Australian authorities. Individuals presenting a current US operator's license and registering with the local communication agency can obtain a license. If the member does not have a current US license, one will not be issued. Equipment must be tested prior to operation to ensure it complies with Australian standards. There are 35 worldwide manufacturers of this equipment which have been tested and approved for operation in Australia. If the equipment being imported is not listed as approved, it must be released to the local communication agency for testing. If modification is required, parts and cost of labor will be the member's responsibility. Parts and labor are expensive.

b. **MARS EQUIPMENT:** MARS frequencies are not approved for operation in Australia.

c. **DISH ANTENNAS:** Satellite dishes are authorized, however, they may not be compatible with Australian systems. Members import satellite dishes at their own risk.

d. **CORDLESS PHONES:** Cordless phones may be imported, but may not operate properly in Australia.

12. **SEPARATEES/RETIREEES ENTITLEMENTS/DEPENDENT LIMITATIONS:**

a. DD Form 1299 must identify point of contact, address, and phone number within Australia.

b. Retired/separated members should be advised a contact point in Australia is critical. Customs/quarantine clearance of their goods cannot be accomplished without the necessary documentations, Australian Customs Form B-534 and all pages of their passport. Member should also be advised the PPGBL will not cover the cost of Australian customs/quarantine clearance and all costs will be borne by the member. The member must make arrangements through their agent or customs broker for the clearance of all personal property shipments. Retired or separated personnel, who wish to ship a POV into Australia, should contact the nearest Australian Consulate for the Australian federal and state requirements for importing a foreign vehicle. All costs for Australian customs/quarantine clearance and required modification of POV are the member's responsibility. The Australian Customs Form B-534 is available at www.customs.gov.au/resources/files/b534.pdf.

c. **Shipments of HHG for Early Return of Dependents (ERD):** ERD shipments are not covered under the Status of Forces Agreement (SOFA). Dependents on ERD orders are not entitled to duty free entry of their personal property (HHG or POV). Completion of the Australian Customs Form B-534 is required, along with a copy of all pages of their passport. The dependent acting as the receiving agent will be required to make arrangements to clear the shipment through customs and pay any duty. Customs/quarantine clearance of dependents personal property cannot be accomplished without the Australian Customs Form B-534 and photo copies of all pages of their passport. The Australian Customs Form B-534 is available at www.customs.gov.au/resources/files/b534.pdf. Contact the nearest Australian Consulate for Australian federal and state requirements for importation requirements. All costs for Australian custom/quarantine clearance and required modifications are the members responsibility. (CH)

13. **OTHER:**

a. HHG and POV entitlements for personnel in diplomatic status differ from those under the SOFA. Personnel in diplomatic status should contact the destination TMO for further information prior to shipment.

b. **Boats:** Members must be briefed on the excess costs for shipping boats or canoes that are 14 feet or longer. (CH)

c. Members are encouraged to read the General Instructions for Australia from the PPCIG and obtain a copy of the welcome package from their respective gaining unit/pep administrator. Any questions regarding shipment of HHG or POV to Australia should be directed to the destination TMO prior to shipment.

d. USNPEP - usnpep@bigpond.com

e. USAPEP - armypepau@bigpond.com

f. USAFPEP -

66-2 ARCENT-KUWAIT, CAMP DOHA, KUWAIT (KU)

REVIEW DATE: 14 MAY 03

MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** SLAL
- b. **DODAAC:** W81PJJ
- c. **E-MAIL:** trafficmanager_ito@kuwait.army.mil
- d. **TWX:** CDR ARCENT-KU CAMP DOHA//ITO//
- e. **MAIL:** TRANSPORTATION OFFICER
ATTN ARCENT-KU-ITO
CAMP DOHA, KUWAIT
APO AE 09889-9900
- f. **CROSS REFERENCE OF APOS\FPOS SERVED:** None
- g. **APOD:** Kuwait International Airport, KU-KWT
WPOD: AL Shuwaikh, KU-PN1
- h. **DSN:** (318) 438-5261 **COMM:** 011-965-487-8822 EXT 5261
- i. **FAX:** **DSN:** 318-438-5236 **COMM:** 011-965-487-8822 EXT 5236

2. CONSIGNMENT INSTRUCTIONS: This is a one-time only (OTO) rate area for HHG (ship Code 6). Ship baggage Code 8 (UB) under the Special Solicitation Program. **DO NOT SHIP DPM!** For further information concerning OTO procedures refer to Chapter VII, ITGBL Rate Solicitation. Consign to Installation Transportation Officer ARCENT-Kuwait, Camp Doha, Kuwait, M/F member. (CH)

3. SPECIAL INSTRUCTIONS:

- a. **NOTE 1:** Government bill of lading is required on all personal property shipments (HHG and UB). Send advance PPGBL to ITO ARCENT-Kuwait, Camp Doha, Kuwait. Provide airway bill (AWB) number, carrier and RDD by Message or e-mail as soon as possible. HHGs and UB must be declared as, "Used Personal Effects for Personal Use" on the AWB and PPGBL. (CH)
- b. **NOTE 2:** Advice to all Unaccompanied/Single soldiers E-6 and below that will PCS to Camp Doha, Kuwait in the near future. Recommend that only essential personal property (2-3 duffel bags) be sent to this installation due to limited living condition. (CH)
- c. **NOTE 5:** Attention to **all service members** that will **PCS/TDY/TCS** to Arifjan, Kuwait anytime. Recommend that only essential personal property (2-3 duffel bags) be sent to Arifjan, Kuwait due to limited living condition. (CH)
- d. **NOTE 4:** Refer to record 66-1 KUWAIT(KU) - GENERAL INSTRUCTIONS.

CHAPTER 97

97-1 PUERTO RICO (RQ) - GENERAL INSTRUCTIONS

REVIEW DATE: 16 JUN 03

1. SHIPMENT INSTRUCTIONS:

a. **WEIGHT RESTRICTIONS: Navy personnel:** PPSO Naval Station Roosevelt Roads strongly recommends all authorized government employees with PCS orders for Naval Station Roosevelt Roads, military or civilian use their better judgement when shipping HHG/UB. Your weight entitlement in accordance with the JFTR may result in excess weight and financial hardship to you. The square footage made available to you by the housing office may not be sufficient to accommodate your full weight allowance entitlement. Please contact the housing office at extension (787) 865-4024/5521 or DSN 831-4024/5521 before shipping your entire weight allowance to Puerto Rico. Failure to do so may result in storage costs for excess weight at your expense. Cost for storage of excess weight will not be the responsibility of the government. Information regarding square footage for the various housing units on NSRR is available at this website: www.housing.navy.mil

NOTE 1: Housing units in the local economy are generally smaller than government quarters on base.

NOTE 2: All housing units at NSRR are equipped with a refrigerator, washer/dryer and kitchen stove.

NOTE 3: When counseling the member please type in the remarks column of DD Form 1299 "Member advised of weight limitation versus square footage availability at NSRR base housing units."

b. **CONTAINER/CRATING REQUIREMENTS:** No restrictions identified.

c. **HARD LIFT AREA:** No restrictions identified.

d. **UNACCOMPANIED BAGGAGE:** The preferred method is DPM and the second choice is Code 7. If Code 8 is deemed necessary, please notify PPSO Naval Station Roosevelt Roads and provide advanced shipping documentation.

2. **DEPENDENT ENTRY APPROVALS:**

a. Dependent Entry Approvals are constantly denied to members requesting entry into Puerto Rico for not having reservations at the Navy Lodge or a temporary address out in town. Please advise members to:

(1) Provide all documents approved to the origin transportation officer.

(2) Arrange for temporary lodging before requesting dependent entry approval.

(3) Ensure that the personnel support detachment (PSD) includes the Navy Lodge reservation number or temporary address as part of the dependent entry request to Roosevelt Roads. This will eliminate unnecessary problems for both member and receiving duty station. (CH)

3. **CUSTOMS CLEARANCE PROCEDURES, REQUIREMENTS, AND RESTRICTIONS:** No restrictions identified.

4. **CONSUMABLES:**

a. **ALCOHOLIC BEVERAGES:** Shipments of alcoholic beverages between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TO/TMO will request clarification by message from the responsible transportation authority at destination.

b. **CIGARETTES/TOBACCO PRODUCTS:** Shipments of cigarettes/tobacco products between CONUS and overseas or within overseas countries may be shipped subject to host country requirements/restrictions identified. When undefined or in doubt, the TMO will request clarification by message from the responsible transportation authority at destination.

c. **COSMETICS:** No restrictions identified.

d. **FOODSTUFFS/MEATS:** No restrictions identified.

e. **MEDICATION (NARCOTICS)/PHARMACEUTICAL PRODUCTS:** No restrictions identified.

5. **ELECTRICAL EQUIPMENT:**

a. **HOME COMPUTERS:** No restrictions identified.

b. **TVs/VCRs:** No restrictions identified.

c. **OTHER (i.e. COMPATIBILITY, ETC):** No restrictions identified.

6. **FURNITURE, OVERSIZED:** Please refer to the information submitted under paragraph 1.a. weight restriction and limitation versus square footage for NSRR housing units.

7. **PETS/QUARANTINE:**

a. Animals authorized to be kept as pets in the family housing area are limited to common household pets, i.e., cats, dogs, and other small indoor animals.

b. If shipping a pet, contact the airline to get complete information including lay-overs, pet-care facilities, and cost.

c. Veterinary services are available at cost on station at NAVSTA Roosevelt Roads and Fort Buchanan.

8. **PRIVATELY OWNED FIREARMS (POFs):**

a. Personnel shipping pistols, revolvers or other firearms in their shipment of Unaccompanied baggage or HHG's to Puerto Rico should be made aware of the provisions of the "Weapons Law of Puerto Rico." The mere possession of a firearm without a license issued by the Chief of Police of Puerto Rico is a crime punishable as a misdemeanor. The bearing, carrying, or transporting of a firearm without a second license issued by a judge of a superior court of Puerto Rico is a crime punishable as a felony.

b. When a shipment of unaccompanied baggage or household goods containing firearms arrives in Puerto Rico, the firearms will be impounded at the agent's warehouse in the presence of the member by a representative of the Police Department of Firearms. Firearms may not be retrieved until proper authorization to possess the weapon is granted.

c. To facilitate identification of shipments including firearms, such items should be specifically listed on the descriptive inventory and shipping documents (PPGBLS/TCMDS). POF's should be packed in container number one (1) of UB to facilitate access to the shipment.

d. Shipping firearms to Puerto Rico can and will create delivery, warehousing and port clearance delays. We strongly recommend your weapons be stored in NTS for the duration of your tour in Puerto Rico. Local and military authorities will not allow you to have firearms in your possession or at your residence. All firearms will be secured by the local police (or by base security if they have space available at the base armory). (CH)

9. **PRIVATELY OWNED VEHICLES (POV's) :**

a. **POV's:** (Includes information on prohibited vehicles, colors, etc.)

(1) Service members or DOD civilians are unauthorized to import more than one (1) POV on the same set of orders. This is subject to DOD disciplinary action, a Treasury Department fine, and/or prosecution by the Commonwealth Department of Justice for violation of excise tax laws, among others. Only one (1) motorized vehicle either two or four-wheeled, can be imported tax-free for military or DOD civilians under PCS orders, unless both members of the family are service members provided individual does not sell the same POV after arrival. If a sale of subject POV is made, taxes must be paid prior to Commonwealth title transfer. **SEPARATEES AND RETIREES MUST PAY TAXES.**

(2) All POV shipments to Puerto Rico are to be consigned to Capitol VPC, San Juan, Puerto Rico. For status on your vehicle contact them at 1-888-872-6064, 787-792-1233, 787-782-6544, FAX 787-781-0688, in the internet visit www.whereismypov.com. The following documents are required when picking up your POV, plus additional POV information.

- (a) A copy of the orders
- (b) ID card
- (c) Registration or title
- (d) Copy of DD Form 788

(3) Excise taxes will have to be paid when vehicles arrive in Puerto Rico more than 90 days after member's arrival. An extension of up to six months may be granted in unusual cases. The excise tax must be paid by members not exempt under paragraph 8a(1) before the motor vehicle is moved from the port of entry. The Commonwealth of Puerto Rico exempts only one (1) vehicle per active duty service member or DOD civilian from excise tax. Retirees and ETS cases are not exempt. **EXCISE TAX MUST BE PAID ON A SECOND OR THIRD CAR.**

(a) These taxes are based on the "Black Book" value of all new and used cars imported into the island. Certified check, money order, or cash prior to delivery to the owner must pay the taxes.

(b) There is a minimum tax of \$750.00 if the book value of the car is \$5,844.00 or less.

(c) Book value from \$5,844.00 up to \$10,130.00, tax is \$750.00 plus 13% of the excess over \$5,844.00.

(d) Book value from \$10,130.00 up to \$20,260.00, tax is \$1,307.00 plus 25% of the excess over the \$10,130.00.

(e) Book value from \$20,260.00 to \$42,546.00, tax is \$3,840.00 plus 40% of the excess over \$20,260.00.

(f) Book Value over \$42,546.00, tax is 30% of value.

(g) Multiple use vehicles, such as Cherokee, Trooper, Montero, "Minivans", Mercury Village, Dodge and Astro van, pay 13% provided the Black Book cost does not exceed \$20,000.00. If it does, the tax is \$2,600.00 plus 20% of the excess over \$20,000.00.

(h) Tax information is provided by the Commonwealth Tax Bureau (Hacienda). It is highly recommended that prior to taxable POV shipment, the decision-making individuals double-check with Hacienda on the tax due. Call Hacienda at (787) 783-3288/3010 before release of any imported taxable POV from the MTMC Terminal San Juan, PR. No tax, no POV.

b. **MOTORCYCLES/MOPEDS:** Mopeds or motorcycles shipped as HHG's must be packed separately from other HHG's since they must be cleared by the Puerto Rico Tax Authority. The service member or DoD employee will have to pay an excise tax of 6.6% of the vehicle's book value before shipment can be cleared for delivery. (CH)

c. **GASOLINE/CATALYTIC CONVERTERS:** Regular and premium unleaded gasoline and diesel fuel are available in Puerto Rico.

d. **INSURANCE/SAFETY REQUIREMENTS:**

(1) ACAA sticker, can be purchased at any tax office (Colecturia). All motor vehicles are required to have Puerto Rico Medical Liability Insurance, called "ACAA" at a cost of \$35.00 per year. No vehicle is released to the owner until this fee is paid. In addition to the ACAA each vehicle must have a mandatory liability insurance (Seguro compulsorio) that costs \$99.00 a year.

(2) The owner must get plates and registration sticker and safety inspection within 72 hours of the individual picking up the vehicle.

10. **SEXUALLY EXPLICIT/PORNOGRAPHIC MATERIAL:** No restrictions identified.

11. **STUFFED WILDLIFE/ANIMALS/PLANT RESTRICTIONS:** No restrictions identified.

12. **TRANSMITTING EQUIPMENT:**

a. **CB's:** No restrictions identified.

b. **AMATEUR/HAM RADIOS:** No restrictions identified.

c. **MARS EQUIPMENT:** No restrictions identified.

d. **DISH ANTENNAS:** No restrictions identified.

e. **CORDLESS PHONES:** No restrictions identified.

13. **SEPARATEES/RETIREE ENTITLEMENTS/LIMITATIONS:**

a. Members shipping personal property into Puerto Rico under retirement/separation orders must be made to understand that permanent storage entitlement are to be utilized at origin. SIT will not be authorized

beyond 180 days except for emergency circumstances beyond the control of the member. After 180 days, storage will be converted to member's expense.

b. All DD 1299's MUST include in blocks 8.g and 8.h current intransit telephone number and mailing address. Members need to be reminded of the requirements to contact the personal property office immediately upon arrival in the area.

c. Only shipments for retiring and separating members will ship into the Caribbean Islands of: Anguilla, Antigua, Aruba, Bahamas, Barbados, Bermuda, Caymen Islands, Curacao, Dominica, Grenada, Guadalupe, Guyana, Haiti, Jamaica, Martinique, Montserrat, St. Barthelemy, St. Eustatius, St. Kitts and Nevis, St. Lucia, St. Martin, St. Vincent, Trinidad and Tobago, and Tortola. Please advise all members any and all customs requirements for local taxes and awareness of local firearms laws and requirements for permits, etc., will be the responsibility of the member. All shipments with the destination of any of the above islands must be routed through the "OTO" system. Annotate your ITGBL, block 18, to the specific island desired. Annotate block 20 with OSNC/N00389 Personal Property Shipping Office, N403, PSC 3002, FPO AA 34051. (CH)

(1) Please be aware the "TOPs" computer system will not correctly route "OTO" shipments. Do not send the shipment directly to Puerto Rico because it will take an OTO to re-route it to its destination.

(2) If any questions arise when processing a member to one of the above please call the transportation officer in Roosevelt Roads, at DSN: 831-XXXX COMM: (787) 865-4112/3013/3014. Telephone calls are much cheaper than misrouted shipments.

d. Ensure retirees, separatees and members shipping designated location shipments to Puerto Rico, are thoroughly counseled on excise tax information. Please refer to: 13.a.(1). (CH)

14. **OTHER:**

a. **EXCISE TAX INFORMATION:**

(1) Only DoD civilians and US military who have PCS orders to Puerto Rico will be exempt from Puerto Rico excise tax. Personal property of all other service members, DOD civilians and dependents, which is imported into Puerto Rico, will be subject to the excise tax. Service members PCS'ing to another area, with dependents moving to Puerto Rico are subject to the excise tax. The tax must be paid prior to scheduling the property for delivery to the member. (CH)

(2) The Excise Tax on personal property is 6.6% of the appraised value of the taxable items. The tax on motor vehicles may be from fourteen (14) to eighty-five (85) percent of the vehicle's taxable price in Puerto Rico.

(3) To obtain Puerto Rico excise tax exemption, the service member or civilian employee must present Puerto Rico tax authorities with his/her ID card, copies of PCS orders, and in the case of motor vehicles, the corresponding title registration documents, and DD 788 private vehicle shipping/inspection documents. Generally, military members and civilian employees entitled to excise tax exemption will be cleared through the tax office by the carrier's agent or DPM contractor.

(4) Motorcycles, mopeds, personal watercrafts, boats and mobile homes shipped to Puerto Rico under any type of orders are subject to an excise tax of 6.6% of the item's book value. The Puerto Rico Tax Authority will not clear the shipment for delivery until taxes are paid in full. (CH)

b. **PLEASURE BOATS:** Pleasure boats are authorized to be imported into Puerto Rico as household goods. Upon introduction into the Commonwealth of Puerto Rico, boats are subject to an excise tax of 6.6%. Boat owners must have in their possession a valid state registration and a bill of sale. Lack of these documents will cause undue delays in the turnover of the boat and costly storage fees.

97-2 NAVAL STATION, ROOSEVELT ROADS CEIBA, PUERTO RICO (RQ)
REVIEW DATE: 16 JUN 03 MULTI-SERVICE

1. GENERAL:

- a. **GBLOC:** OSNC
- b. **DODAAC:** N00389
- c. **E-MAIL:**
- d. **TWX:** NAVSTA ROOSEVELT ROADS PR//CODE N403//
- e. **MAIL:** PERSONAL PROPERTY OFFICE
ATTN CODE N403
NAVSTA ROOSEVELT ROADS
PSC 1008 BOX 3002
FPO AA 34051-3002
- f. **CROSS REFERENCE OF APOs/FPOs SERVED:** FPO 34053, ZIP 00934
(Ft Buchanan), ZIP 00901 (San Juan)
- g. **APOD:** Roosevelt Roads NAVSTA, RQ-NRR
WPOD: Roosevelt Roads, RQ-CK2
- h. **PHONE:**

PHONE TYPE	COMM	DSN
Inbound	787 865 4112/3013/3014	831 4112/3013/3014 (CH)
Outbound	787 865 4736/5431/5430	831 4736/5431/5430 (CH)
QC/Claims	787 865 4135/3440	831 4135/3440 (CH)
Customer Service	787 865 3171	831 3171 (CH)

i. **FAX:**

PHONE TYPE	COMM	DSN
Inbound	787 865 3439	831 3439 (CH)
Outbound	787 865 4840/3043	831 4840/3043 (CH)
QC/Claims	787 865 3439/8475	831 3439/8475 (CH)
Customer Service	787 865 8475	831 8475 (CH)

- k. **IVR:** 1-877-765-5668 (CH)

2. CONSIGNMENT INSTRUCTIONS:

a. **DPM HHG, DPM BAGGAGE:** Consign to TO, US Naval Station, Roosevelt Roads, RQ (OSNC). M/F member and activity/unit of assignment. (Note 1) Shipments by DPM/AMC when routed through Naval Air Terminal Bldg. LP-205, Norfolk, VA. Pack baggage in corrugated fiberboard triple-wall boxes (FED SPEC PPP-B-640) or double-wall, high strength, weather resistant boxes (FED SPEC PPP-B-1364B). Do not ship in corrugated boxes larger than 45 cubic feet or in wooden boxes.

b. **ITGBL HHG AND BAGGAGE:** Consign to member c/o destination address or activity/unit of assignment. Annotate PPGBL: "Carrier will notify TO, US NAVSTA Roosevelt Roads, Puerto Rico (OSNC), upon arrival of shipment and prior to delivery to residence or placing into storage."

c. **POVS:** Consign all POVs to VPC Capitol Transportation, San Juan, Puerto Rico (888)-872-6064, (787)-792-1233.

d. **PARCEL POST:** Consign to member or member's agent.

3. **SPECIAL INSTRUCTIONS:**

a. **NOTE 1:** Active Duty members assigned to Curacao are authorized to ship 600lbs of Unaccompanied Baggage through One-Time-Only or Code 8. Shipment of POV is not authorized. (CH)

b. **NOTE 2:** All DPM surface/water freight shipments, HHG or baggage shall be consigned to La Grande Moving and Shipping, arr.#2 KM 19.7, Reparto Acuna, Barrio Candelaria Toa Baja, PR 00951. (CH)

c. **NOTE 3:** DPM/AMC is preferred for air eligible shipments into Puerto Rico.

d. **NOTE 4:** Milgroups/Embassies Central and South America.

NSRR PPSO Area of Responsibility includes administration of the Personal Property Traffic Management Program for U.S. military/civilian personnel with duty assignment in Central and South America countries and US Embassies. (CH)

(1) **FROM CENTRAL AND SOUTH AMERICA:** Fax customer's DD Form 1299 and orders to: (787)-865-3043/4840. These shipments will be routed through One-Time-Only(OTO). Allow at least two weeks to obtain the reply to the OTO requests. Members can obtain assistance from the closest Embassy to fill out DD Form 1299.

(2) **TO CENTRAL AND SOUTH AMERICA:** Refer to PPCIG Consignment Instructions Guide. Shipments going to these areas MUST have an address or contact phone number to avoid delays and extra charges.

(3) **PANAMA SHIPMENTS:** This PPSO is in charge of shipments from/to Panama. Inbound customers should provide destination address and/or phone number to avoid delays and customs problems. Member must be physically in Panama to arrange customs clearance and payment of Panamanian import taxes. Member is responsible for payment of all import and customs bonded storage charges. This is a personal matter between the member and the Government of Panama. Consign shipments for PCS members to the US Embassy in Panama. For instructions on shipments leaving Panama, refer to (1) of this Note 3.

(4) **MILGROUP LOCATIONS:** Individuals with orders to any of the MILGROUP locations such as: Argentina, Bolivia, El Salvador, Panama, Brazil, Colombia, Belize, Chile, Ecuador, Mexico, Santo Domingo, Peru, Paraguay, Uruguay, Costa Rica, Guatemala, Honduras, Nicaragua, and all of the Caribbean Islands, should consider the following prior to shipping their personal belongings. (CH)

(a) Shipments should not arrive to destination if the member is not going to be available. Customs will demand the presence of the service member for clearance of the shipment. (CH)

(b) Shipment may incur demurrage charges and port charges.
(CH)

(c) We would prefer to have the property held in SIT at origin or have the property sent to NTS until the service member is available at destination. (CH)

(d) The origin TO must exercise good judgement, evaluating the time when the customer will arrive to destination and transit time of the shipment. (CH)

e. **NOTE 5:** Shipments destined for these areas: St. Croix, St. John, and St. Thomas must be routed through the OTO system. Block No. 18 on the GBL must show members name with actual destination i.e., St. Thomas etc. Do not show Roosevelt Roads information. Consignment instructions for these islands can be found in records 124-2 St. John and 124-3 St. Croix. Ship OTO/Code 4 for HHG's or OTO/Code 7 or Code 8 for UB. Shipments arriving onto the island of Puerto Rico erroneously must be re-booked through the OTO system here, causing great delays to members and members families and double/triple the expense to the Government.

f. **NOTE 6:** For shipments to Puerto Rico for civilians (Civil Service, Civil Engineers, Teachers etc.) ship via Code 4 for HHG's and Code 7 for UB.

g. **NOTE 7:** Refer to record 97-1 PUERTO RICO (RQ) - GENERAL INSTRUCTIONS.